



Quick Reference Guide for the Acquisition Workforce

1

Review Your Position

Civilians - information is in your Position Description (PD).
Military - information is in your orders.



2

Career Field and Certification Level

These two fields are essential because they drive your certification requirements, your development plan, your prioritization for DAU training, and your continuous learning requirements.



3

Review Your Certification Requirements

The acquisition career field and level identified for your position form the basis for determining your certification requirements (education, training, and experience). Certifications guides can be found at: <http://catalog.dau.mil/onlinecatalog/CareerLvl.aspx>



4

Create an Individual Development Plan

The IDP is a planning tool that allows you and your supervisor to identify and track your career objectives, including education, training or special experience needed to meet the certification requirements of your position.



5

Apply for DAU Training

To apply for DAU training, visit:
<http://www.dau.mil/training/Pages/Apply.aspx>



6

Apply for Certification

Once you meet training, education and experience requirements, you may apply for certification.



7

Continuous Learning (CL) Requirements

You are required to obtain 80 CL points every two years. Completion of certification training counts toward CL points, along with other acquisition-related activities.



8

Member of the Acquisition Corps

Civilians may apply for Acquisition Corps membership at the GS-13 (or equivalent) grade or higher if they meet Acquisition Corps eligibility requirements. Corps membership is important because it is needed at the time of assignment to Critical Acquisition Positions and Key Leadership Positions.



9

Know Where To Seek Assistance

Employees should seek assistance from supervisors and DAWIA points of contact within the agency before contacting other sources.



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Resources

The 4th Estate DACM website at www.doddacm.mil contains policy documents, operating guidelines, career management updates, training opportunities and more.

